

	State of Alaska Department of Corrections Policies and Procedures		Index #: 201.01	Page 1 of 3	
			Effective: 7/8/2013		
			Distribution: Public	Due for Rev: 7/2017	
	Chapter:	Personnel			
Subject:	Honor Guard and Dress Uniform				

I. Authority

In accordance with AS 44.28.030, AS 33.30.011, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes
AS 33.30.011

III. Purpose

To establish procedures for a Department of Corrections Honor Guard and standards for a formal dress uniform.

IV. Application

Uniformed Staff

V. Definitions

As used in this document, the following definition shall apply:

A. Color Guard

A ceremonial escort for the flag of the United States and/or the flag of the state of Alaska.

B. Honor Guard

A group assigned to perform a ceremonial duty, such as at a funeral, memorial service, dedication, or other community function.

C. Honor Guard Commander

The Chief Training Officer or Commissioner's designee given the responsibility to oversee the administrative duties and coordination of the Department of Corrections Honor Guard.

VI. Policy

It is the policy of the Department to maintain a volunteer Honor Guard and Color Guard.

VII. Procedures

Upon approval by the Commissioner or Commissioner's designee, the Department of Corrections Honor Guard will be activated to serve as pallbearers and/or to deploy at funerals and/or memorial services for current or retired Department of Corrections employees as well as law enforcement officers. The Department of Corrections Color Guard may be deployed to community or Department events as requested and approved.

A. An Honor Guard or Color Guard unit will be composed of a minimum of seven members including the commander or lead officer. Additional members may be approved as dictated by the type of activity, available space and availability of staff.

- B. No fewer than three of the six members of the Honor Guard will be attached to the Training Academy. If an exception is warranted, prior approval must be granted by the Commissioner or designee.
- C. Members of the Honor Guard or Color Guard shall:
1. Be an active Correctional Officer.
 2. Have volunteered for, and applied for, membership in the Honor Guard or Color Guard.
 3. Have a minimum of two years' service with the Department.
 4. Have no formal disciplinary action in the two previous years prior to submitting an application.
 5. Be nominated by a Supervisor or peer Officer of higher rank.
 6. Be able to march two or more miles and be able to stand for long periods of time.
 7. Be generally available for Honor Guard and Color Guard duties.
 8. Have met or exceeded all standards measured on the most recent employee performance appraisal.
- D. Application and Selection:
1. Staff meeting the basic qualifications as stated in C (above) must complete an application form (Form 201.01A) including name, rank, contact information, most recent performance evaluation and a short narrative 120 words or less, explaining their reason for applying.
 2. The completed application should be submitted to the Honor Guard commander. The applicant will receive a response within 25 working days.
 3. Qualified applicants may be interviewed, with the final selection based on the information provided in the application as well as demonstrating marching capability.
- E. Removal:
- A member of the Honor Guard or Color Guard may be removed for cause. The removal of a member occurs upon the recommendation of the Honor Guard Commander. A removal must be approved by the Commissioner or designee. A member who has been removed may apply for reinstatement after two years if otherwise qualified.
- F. Activation of the Honor Guard or Color Guard:
1. Requests for participation of the Honor Guard or Color Guard in an event shall be made to the Honor Guard Commander.
 2. The Honor Guard Commander may schedule and deploy the Honor Guard or Color Guard to any appropriate event that the Commander has been made aware of, as time and other factors permit, upon consultation with the Deputy Commissioner or Commissioner.
 3. Scheduled participation of the Honor Guard and/or Color Guard shall be included in the department's online Events Calendar.
 4. If the Honor Guard Commander cannot attend a deployment, the Commander will appoint a temporary replacement from among team members.
 5. The Honor Guard Commander will insure each team member is relieved when the unit is activated and/or deployed.
- G. Honor Guard Uniform:
- The Members of the Honor Guard and/or Color Guard will be dressed in the uniform issued for the purpose of deployment/activation/training. It is the responsibility of the team member to maintain their assigned uniform in a clean and presentable condition at all times. Honor Guard Uniform standards are attached as Annex A.
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H. Honor Guard Standards:

Honor Guard standards are attached as Annex B. Revisions may be made by the Honor Guard Commander as needed.

I. Training:

Training will be conducted no less than twice each year. Additional training may be scheduled by the Honor Guard Commander.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

7/8/2013

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:

201.01A Application
Annex A Honor Guard Dress Standards
Annex B Honor Guard Standards